Data Standards Document
STAFF

DOCUMENT VERSION: B.6

For MEDMS Users

Statewide Longitudinal Data System
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Help Desk: (207) 624-6896

This document is **valid until June 30, 2014**, unless a revision is published prior.

Document Change Control

The following is the document control for revisions to this document.

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Version	Date	Primary Editor	Change Highlights/Description
B	April 30, 2010	D. Chuhta	Version B
B.2	June 22, 2010	D. Chuhta	Updated Ethnicity and Race, updated contacts
B.3	June 29, 2010	D. Chuhta	Added reference to multiple race selections
B.4	August 24, 2010	J. McCue	Added Email reference to Job Function
B.5	June 30, 2011	L. Gilman	Minor modifications, updates and formatting throughout document
B.5.1	May 15, 2012	T. Wood	Updated document with new MDOE icon
B.6	1 Aug 2012	L. Gilman	Yearly document review/update
Highlighted Changes for new version: • Minor modifications, updates and formatting throughout document; • MEDMS Staff Upload section and hyperlink added - page 10 • Work email requirement: as of 1 October 2012 a work email must be provided for all staff members – page 9			

Purpose of this Document

The purpose of this document is to give Maine schools and units a set of guidelines for collecting and entering data into the state's staff information system. While this information is applicable to all data entry into the system (upload or direct entry), it has been designed to follow the user interface (logging in and viewing the screens). This document lists the screen names and requirement status of the fields in the order in which they appear online. Many of these fields are required by the Maine Department of Education,

- To meet State and federal reporting requirements
- To verify staff for the National Board for Professional Teaching Standards Salary Supplement
- To update the data for the Essential Programs & Services (EPS) calculations, including the salary matrixes and calculating Full-Time Equivalent (FTE) numbers

The Maine Department of Education is responsible for preparing and maintaining this official document. Please feel free to submit your comments and/or questions in reference to this official document to brian.snow@maine.gov, or by calling (207) 624-6840.

Table of Contents

MEDMS Contacts

MEDMS Technical Support   **(207) 624-6896**
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Leadership   **(207) 624-6790**
Bill Hurwitch (Project Director-SLDS)................................bill.hurwitch@maine.gov
Brian Snow (Data Manager)..brian.snow@maine.gov

Program Specific Contacts

Highly Qualified Teacher Status   **(207) 624-6723**
Margaret (Meghan) Southworth………………………...margaret.southworth@maine.gov

NBPTS Salary Supplement   **(207) 624-6790**
Paula Gravelle...paula.b.gravelle@maine.gov

Certification   **(207) 624-6603**
Certification ....cert.doe@maine.gov

Personal

Indicative Data – Required Fields

First Name: This is the legal first name of the staff member (no alias).

Last Name: This is the legal last name of the staff member (no suffix).

Social Security Number: This is the Social Security Number of the staff member.

Address Line 1: This is the address for the primary location of residence.

City or Town: This is the address city for the primary location of residence.

State / Prov: This is the address state or province for the primary location of residence.

Zip Code: This is the address zip code for the primary location of residence.

Date of Birth: This is the month, day, and year on which the staff member was born.

Gender: The concept describing the biological traits of an individual that distinguish the males and females of a species.

Background Data – Required Fields

Achievement, Highest Level: This is the highest level of attainment. For those options that include hours beyond a degree (e.g. Bachelor's Degree + 15 Hrs, Master's Degree + 30 Hrs), a combination of equivalent credits, contact hours, CEUs, etc. can be included.

1st Year College	Bachelor's + 30 Hrs
2 Year School Grad	Bachelor's Degree
2nd Year College	Doctorate
3 Year School Grad	High School
3rd Year College	Less than High School
4th Year College	Master's Degree
Adv. Study Cert.	Master's Degree + 15 Hrs
Associate Degree	Master's Degree + 30 Hrs
Bachelor's + 15 Hrs	

First Bachelor's Degree
State: This indicates the state or province in which the *first bachelor's degree* was awarded.

Year Degree Earned: This indicates the year in which the *first bachelor's degree* was awarded.

Type of Institution: This indicates the type of institution where the *first bachelor's degree* was earned. (It should be noted that these apply to both Maine and non-Maine campuses.)
> State College
> Private Institution
> Other Public Institute
> State University

Campus Code: This indicates the campus where the *first bachelor's degree* was earned.

Bates	Ricker	UMO
Bowdoin	St. Joseph	UMPI
Colby	Thomas	Univ. of N.E.
Husson	UMA	USM
Nasson	UMF	UMO
Non ME Inst	UMFK	
Other ME. Inst	UMM	

Educational Experience (in full years)
- Public education
- Private education

This is the number of years of experience (both from within Maine and from elsewhere) in positions that would normally require a certification (e.g. teacher, administrator) or authorization (e.g. educational technician).
- Yrs. Non-education experience in Voc/CTE subject area

This is the number of years of experience (both from within Maine and from elsewhere) in a field related to a VOC/CTE program (e.g. automotive, masonry), while not working in education.

> Personal

New to Education in Maine (Status Last Year)
If the staff member is new to education in Maine, these fields are required:

State: This is the state or province from which the staff member came.

Position Title: This is the title of the position held previous to the current position.

Staff SAU

Required fields:

Work Contact Phone: This is the phone number for the primary location of employment.

Years Worked For This SAU: This is the number of years of experience (in full years), working at this unit, not including the current year. (Experience is carried forward for employment in a newly consolidated unit.) Years Worked for This SAU must be fewer than or equal to the Educational Experience total.

Date Work Started: This is the month, day and year (in the current school year) on which employment began.

When terminating a staff member, the following fields are required:

Reason for Leaving: This indicates the reason why the employment was ended.

Death	Other, Personal, Unknown
Further study, sabbatical including Peace Corps	Position Discontinued
Illness	Retirement
Marriage	To pursue non-school related employment
Maternity	To work in a school system elsewhere in Maine
Military Service	To work in a school system outside of Maine
Not Re-elected or dismissed	

Termination Date: This is the month, day and year (in the current school year) on which employment ended. *Note: when terminating from the SAU tab, the Job Function will also be terminated.*

Job Functions

Each job function held by a staff member must be entered separately. In the case where a staff member holds job functions in multiple schools, each job function must be added with a respective proportion of salary, days, hours, etc.

Required fields:

Educational Category: This indicates the environment type of the job function.
> REGULAR – Regular
> CTE – Career and Technical Education

Position Title: This indicates the title of the job function. A complete list can be found here: http://www.maine.gov/education/medms/Staff/LookupLists/StateJobCodes.htm

Program Category: This indicates the program category (if applicable).
> Special Ed
> Title 1

Level of Assignment: This indicates the level of the job function.
> Adult Education
> Elementary (Grade K thru 8)
> Elementary - Secondary Combined
> Secondary (Grades 9 thru 12)

Subject Matter: This indicates the subject matter of the job function.

Agriculture (CTE)	Junior ROTC
Art	Marketing and Distribution (CTE)
Business/Office Occupation (Reg/CTE)	Mathematics
Co-Curricular Activities	Music
English Language Arts	Natural Science
Family & Consumer Science	Safety and Driver Ed
Foreign Language	Soc Science & Soc Studies
General Elementary/Secondary	Special Vocational Programs
Handicap/Special Ed (only if Special Ed Program Category selected)	Trades and Industry (CTE)
Health & Physical Education	Technology Education/Industrial Arts
Health Occupations (CTE)	Visual and Performing Arts
Home Economics – Wage Earning	

Work Email: Work email for this job function (*Required for all Superintendents and Principals).*

Annual Salary for Position: This indicates the annual salary for this job function (Whole dollars, no punctuation)

Funding Percentage of Salary:
A sum of the three percentages must be 100%.

Federal (%): This indicates the percentage of the salary that is paid by federal grants such as Title I-A Disadvantaged, Title 1-B Even Start, Title 1-C Migrant, Title II, Title III, Title IV including 21st Century grants, Title V, Rural Education, and Local Entitlement. (0-100)

General (%): This indicates the percentage of the salary that is paid by state and local funds such as local taxes, local tuition revenues, State subsidy, State Agency Client funds. (0-100)

Other (%): This indicates the percentage of the salary that is paid by funds other than federal or those that fall under general such as private grant or contribution. (0-100)

Days Scheduled to Work per Year: This indicates the days per year for this job function. (whole number)

Hours per Day: This indicates the hours per day for this assignment. (one decimal place allowed)

When ending a job function, the following field is required.

Termination Date: This is the month, day and year (in the current school year) on which the job function ended. *Note: termination of a staff members from the SAU should be completed at the SAU tab – see page 8.*

Staff Upload Information

MEDMS Staff Upload: To access the information for MEDMS staff upload visit the following website:

http://www.maine.gov/education/medms/Staff/StaffUploadFormat.htm